

## Sample Resolution

### **AUTHORIZING AN ADVANCE TRAVEL EXPENSE REVOLVING FUND AND THE APPOINTMENT OF A CUSTODIAN FOR SAID FUND**

\_\_\_\_\_ County Fire Protection District No. \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION AUTHORIZING AN ADVANCE TRAVEL EXPENSE REVOLVING FUND AND MAKING THE FIRE DISTRICT \_\_\_\_\_ AS CUSTODIAN OF SAID FUND.

WHEREAS, it is necessary at times for officers and employees of the district to incur expenses while traveling on district business; and,

WHEREAS, it is necessary that funds be advanced to such officers and employees to cover such expenses; and,

WHEREAS, RCW 42.24.120 through .160 authorizes the creation and maintenance of a travel expense fund for the purpose of providing such advancements; and,

WHEREAS, the Board of Commissioners has reviewed the necessity for and feasibility of establishing such an advance travel expense fund, under the provisions of such statute, and find that it would be advantageous for the district and its officers and employees to be able to have the capability of advancing travel expenses.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of \_\_\_\_\_ County Fire Protection District No. \_\_\_\_\_ hereby adopt the following:

1. An advanced travel expense fund, hereafter referred to as "FUND", is hereby created and established pursuant to the provisions of RCW 42.24.120 through .160.
2. The fund shall be maintained in a checking account in the \_\_\_\_\_ Branch of \_\_\_\_\_ Bank, in the name of \_\_\_\_\_ County Fire Protection District No. \_\_\_\_\_ Travel Fund.
3. The fund shall be initially established in the sum of \$\_\_\_\_\_.
4. \_\_\_\_\_, the \_\_\_\_\_ of the district, is designated as the custodian of the fund. The designated custodian shall hold such position until terminated by the Board or until termination of his/her employment with the district, whichever shall first occur. The designated custodian or his/her duly appointed successor shall perform the duties set forth in this resolution.
5. The custodian shall deposit all monies received for such fund in the \_\_\_\_\_ County Fire Protection District No. \_\_\_\_\_ Travel Fund checking account. Such money shall consist of the initial deposit authorized by this resolution, replenishment funds from warrants issued pursuant to vouchers authorized by the Board of Commissioners and refunds of unexpended advances received from officers and employees.

6. Disbursements from the fund shall be made by check signed by the custodian. Disbursements shall be made only pursuant to statute and pursuant to rules and regulations prescribed by the Washington State Auditor.
7. All requests for advances for travel expenses by officers and employees shall be timely made to the custodian on written application in the form designated by the custodian. Requested advancements shall be reasonable estimates of the applicant's travel expense requirements and shall be made for district purposes only to defray necessary costs incurred in performing his/her official duties.
8. On or before the 10<sup>th</sup> day following the close of the authorized travel period for which expenses have been advanced to any officer or employee, he/she shall submit to the custodian a fully itemized travel expense voucher, for all reimbursable items legally expended, accompanied by the unexpended portion of such advance, if any. In the event any advance, or portion thereof, is not repaid or accounted for in the time and manner specified, it shall bear interest at the rate of ten percent per annum from the date of default until paid.
9. To protect the district against any losses from advancements, the district shall have a prior lien against and a right to withhold any and all funds payable to or to become payable by the district to such officer or employee to whom such advance has been made. No advance may be made to any officer or employee at any time when he/she is delinquent in accounting for or repaying a prior advance.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_ by the Board of Fire Commissioners for \_\_\_\_\_ County Fire Protection District No. \_\_\_\_\_.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

ATTEST:

\_\_\_\_\_  
Secretary

**Sample Request Form**

**ADVANCE TRAVEL REQUEST**

\_\_\_\_\_ **County Fire Protection District No.** \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

PURPOSE OF TRAVEL: \_\_\_\_\_

ANTICIPATED DEPARTURE DATE: \_\_\_\_\_

ANTICIPATED RETURN DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

Check No. \_\_\_\_\_, in the amount of \$ \_\_\_\_\_, issued \_\_\_\_\_

Actual Expenditure: \$ \_\_\_\_\_

Amount Returned: \$ \_\_\_\_\_ Date \_\_\_\_\_

Amount Due Employee: \$ \_\_\_\_\_

Expense voucher approved on \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_

Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Custodian, Advance Travel Fund